

Appendix A: Floor Plans

1. General Guidelines

We suggest that you insert four sets of floor plans in this section showing

- 1) the location of collections,
- 2) salvage priorities,
- 3) fire safety equipment and
- 4) engineering and mechanical controls.

Do not try to crowd this information onto one set of floor plans. It will be too cluttered to be helpful.

2. Collection Locations

Information about location of materials should be available both in a natural language list and in the schematic form of a floor plan. The list allows for

- 1) a brief description of the materials,
- 2) the name of the collection specialist, and
- 3) an indication of the salvage priority assigned to each collection.

The floor plan showing the location of call number sequences will expedite the task of identifying damaged materials in the event of a large disaster.

**INSERT FLOOR PLANS SHOWING COLLECTION LOCATIONS
AFTER THIS PAGE.**